

**Mansfield Oil Company**  
**Fuel Net Navigation**  
**Commonwealth of Virginia**



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## Fuel Card Program Overview

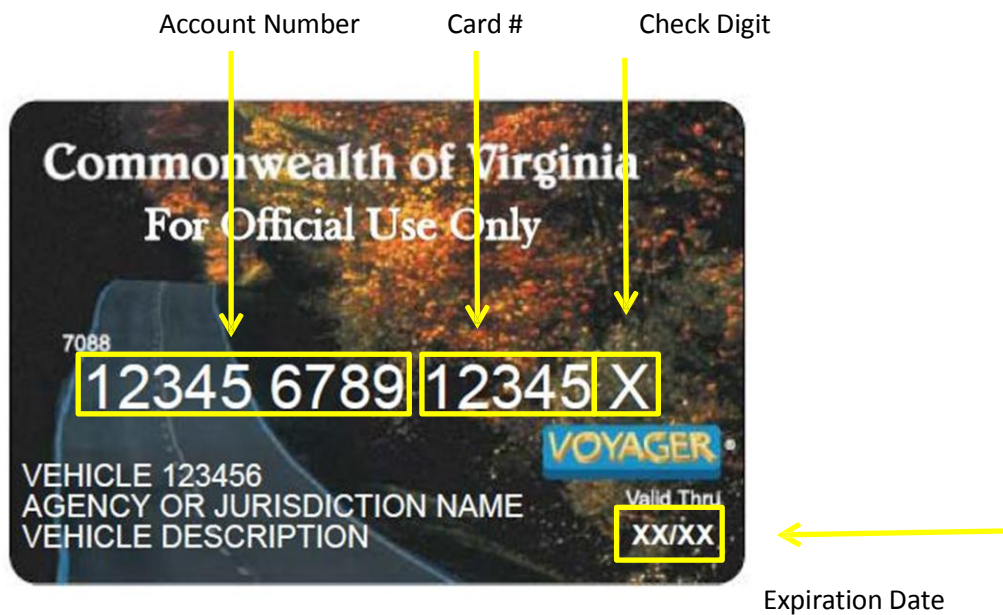
- Mansfield Oil Company will issue the Voyager card for the State Fuel Card Program. It provides the flexibility to fuel your vehicles at 90% of the retail stations nationwide. Contract prices under this program allow your cardholders to purchase tax exempt motor fuels at participating retail stations. The card will give your organization the ability to purchase all brands of fuel products. The Mansfield Oil/Voyager card is a powerful and dependable fleet card with extensive management features that increases accountability and security, providing you a method to eliminate theft and fraud.
- Access to numerous online tools will be available through the Mansfield Oil website. This presentation will assist you in navigating the Mansfield website and managing your account online.

## About the Voyager Fuel Card

The Voyager fuel card consists of a 9 digit account number, the card number and a check digit.

Below is an example of a card and how the numbers are laid out on the card.

The back of the card has a toll free number to call for assistance. The number is 1-800-987-6591. Please be aware that this telephone number goes to Voyager Fleet Services and does not go to Mansfield Oil. You are welcome to request the Voyager representative to transfer you to Mansfield Customer Service.



## Contacts

Mansfield Government Services - 1-866-275-7338

Freida McLendon – 678-450-2266 – Account Manager

Carla Collins – 678-207-3162 – Operations Specialist

### Lost, Stolen or Damaged Cards

During normal business, please report on the FuelNet website.

After business hours please contact Voyager at 800-987-6591.

For Assistance while at the pump, contact Mansfield at 866-275-7338.

Questions regarding the DGS OFMS Fuel Card Program contact Patricia Roach at 804-367-6935.

## Exception Codes

M (Mileage) – Odometer – Incorrect or no data entered.

D – Duplicate Transaction

O – Other than Fuel – This could be oil changes, parts for vehicle, car washes, etc...

A – After Hours (7pm – 5am)

H – High grade fuel (anything above unleaded)

P – Product Type

V – Aviation Fuel

W – Weekend

R – Propane

2-9 – Multiple Fuelings

S – Special – Over \$15 carwash

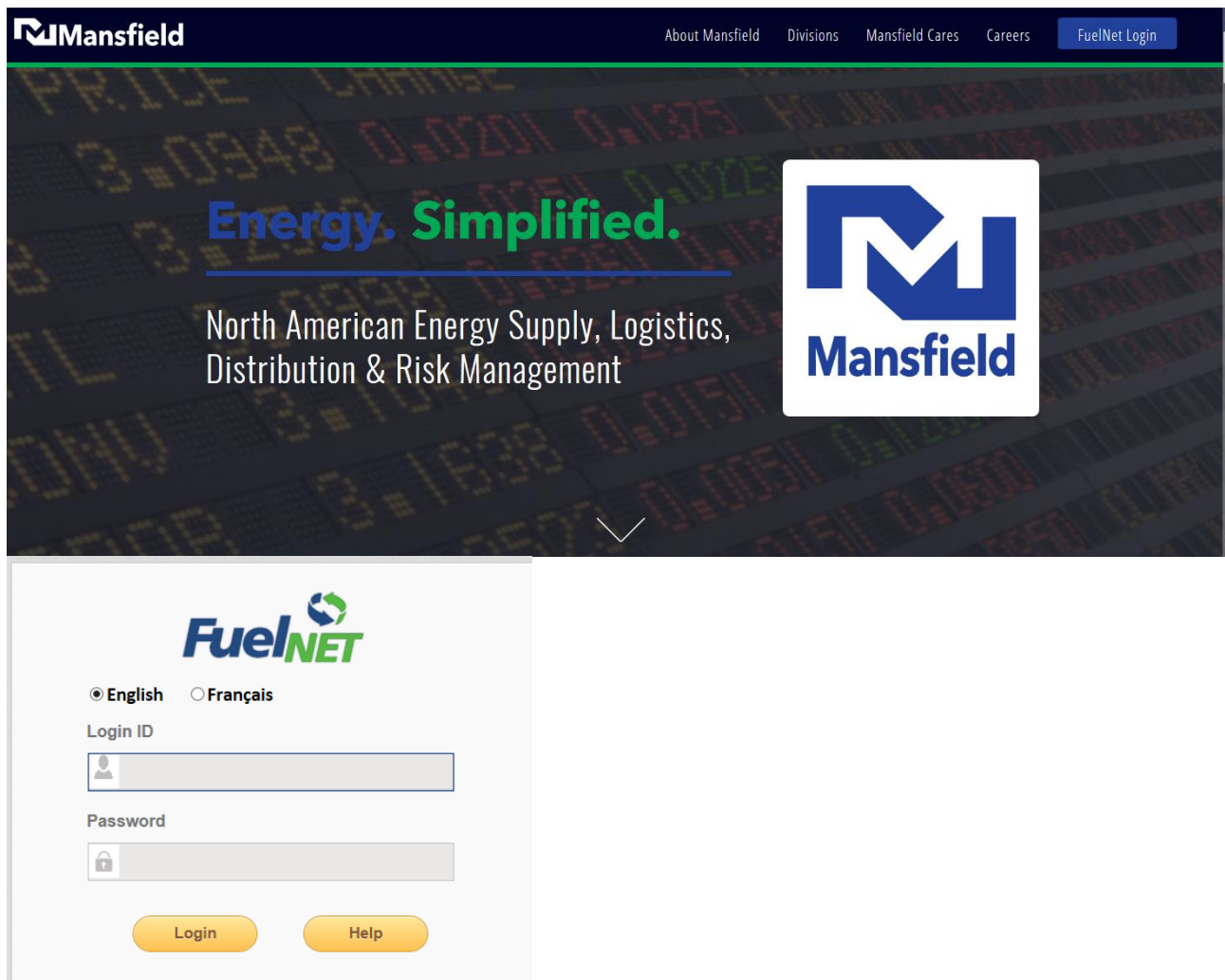
## Welcome to Fuel Net!

FuelNet is Mansfield Oil Company's information portal for customers regarding card information, transaction reports and invoices.

To begin, go to [www.mansfieldoil.com](http://www.mansfieldoil.com).

At the top, right of the webpage you will click on the FuelNet Login. You will enter your User name and your password where indicated.

If you receive an error message and have verified what you have entered was correct, please send an email to [ccollins@mansfieldoil.com](mailto:ccollins@mansfieldoil.com) or [fmclendon@mansfieldoil.com](mailto:fmclendon@mansfieldoil.com) or call 866-275-7338 for assistance. Always include your agency name, account number, your name, your email address and your call back number.



**Mansfield** About Mansfield Divisions Mansfield Cares Careers [FuelNet Login](#)

**Energy. Simplified.**

North American Energy Supply, Logistics,  
Distribution & Risk Management

**Mansfield**

**FuelNET**

☒ English ☐ Français

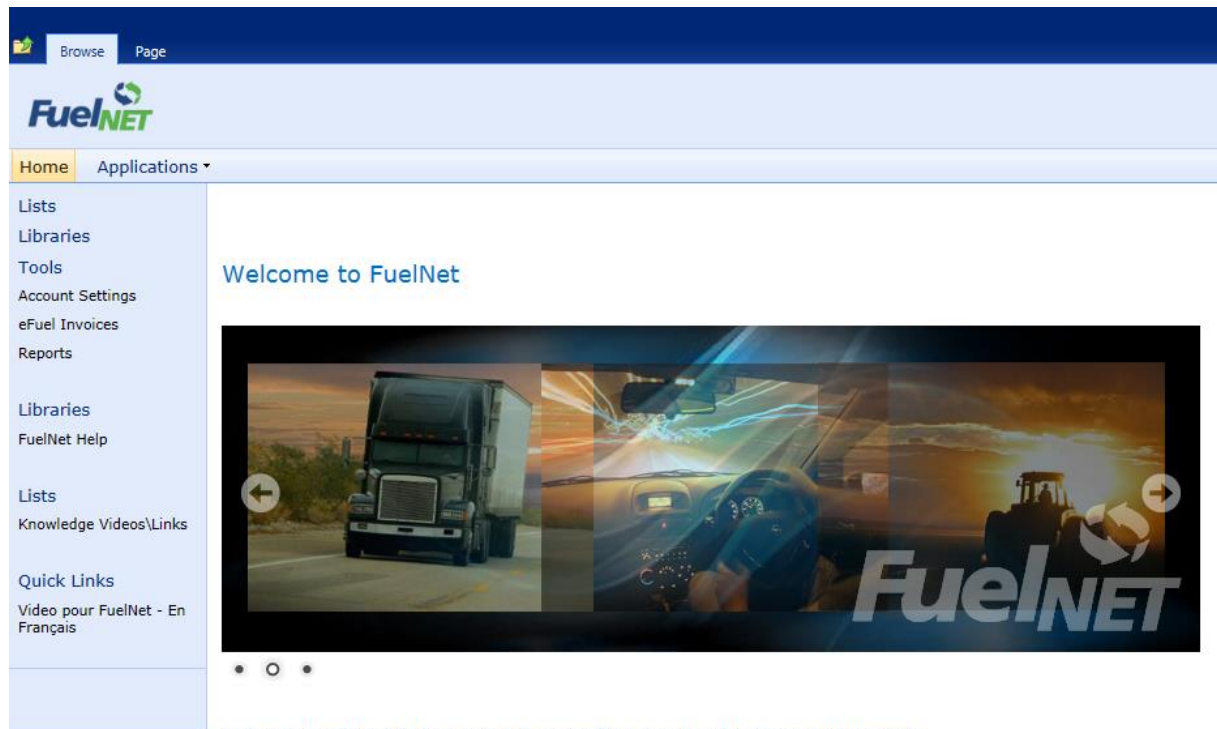
Login ID

Password

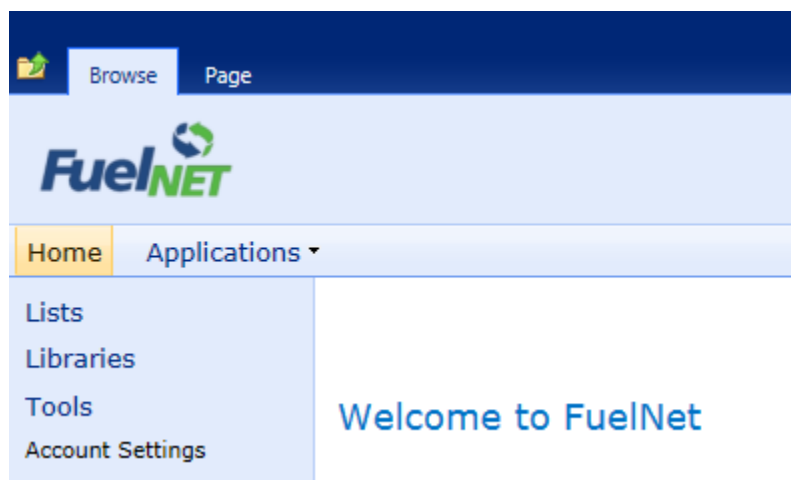
Login Help

## The Home Screen

Once you login you will be directed to the Home Page. Here you will be able to access Drivers, Vehicles, Reports and or Invoices depending on your access level. You will access Reports and Invoices thru the Reports tab and you will access Drivers and Vehicles through the Applications tab.



The screenshot shows the FuelNET Home Screen. At the top, there is a dark blue header with a 'Browse' button and a 'Page' tab. Below this is the FuelNET logo. A navigation bar contains 'Home' (highlighted) and 'Applications' with a dropdown arrow. A left sidebar lists various options: Lists, Libraries, Tools, Account Settings, eFuel Invoices, Reports, Libraries, FuelNet Help, Lists, Knowledge Videos\Links, Quick Links, and Video pour FuelNet - En Français. The main content area features a 'Welcome to FuelNet' heading and a large banner image showing a truck, a car, and a tractor. Below the banner are three charts: 'Volume Trend' (a bar chart showing volume over time), 'Carbon Footprint' (a bar chart comparing 'Conv' and 'Eco' emissions), and 'Products' (a pie chart showing the distribution of different fuel products).

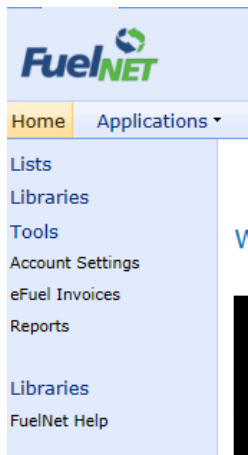


This is a partial screenshot of the FuelNET Home Screen, showing the top navigation bar with 'Browse' and 'Page' tabs, the FuelNET logo, and the 'Home' and 'Applications' navigation buttons. The left sidebar is partially visible, showing 'Lists', 'Libraries', 'Tools', and 'Account Settings'. The main content area displays the 'Welcome to FuelNet' heading.



## Reports

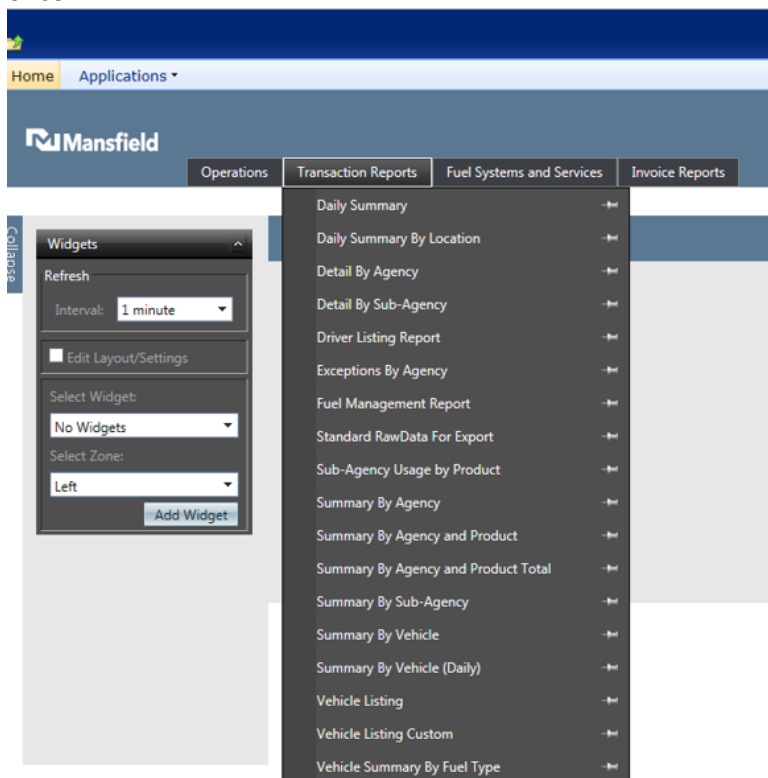
To access reports, click on Reports below the Home button that is highlighted in orange.



You will be redirected to the “Reports Portal”.

Place your mouse on top of “Transaction Reports”. A list of available reports will populate in a drop down box. You can place your cursor over each report for a description of information provided.

To select the report you want to run, simply click the report name. The selection will turn green in color and may take a few seconds or more to redirect you to the data entry page. You will only need to click it once.



Each report will have sections to specify the information you need including the date frame, site (backyard sites), start and end dates, and date criteria. Also, you will generally select “All” for the “Choose a Site” field. Below is a standard example of how to retrieve transaction details. When you have entered your information click “View Report”.

**Detail By Agency**  
View fuel and non-fuel transactions by agency and vehicle, with driver, location, product, date, quantity, and costs. Odometer, KPL, and applicable exceptions are included. Run the report by date range, and filter by company, site, and/or vehicle ID as needed.

Choose a Company: 14797-14797 : DGS OFFICE OF FLEET MGMT  
 Choose a Site: \_ALL  
 Start Date: 4/1/2017  
 End Date: 4/15/2017  
 Date Criteria: Post Dates - Billed  
 Filter By Vehicle ID:   
 View Report

The screen will show a rotating green circle with the word “Loading”. The report will populate on the screen shown below. To save or print your report click on the blue save icon indicated below. You can choose the format you want to export the report. \*\*If the report does not populate on your screen, you may be experiencing compatibility issues. Please see the Compatibility Issues section to change your settings.

**Detail [by Agency]**  
Transaction Dates: 4/1/2017 to 4/15/2017

Vehicle ID	Vehicle Description	Location	Product	Quantity	Price	Grade	Date	Time
000107	00 GMC SAFARI	1272	VYGR	7 Eleven	NEWPORT	89.099	13.30	01 UNLEADED 4/3/2017 0833
006057	06 FORD TAURUS	4852	VYGR	Fifth Third Ban		82.850	21.80	01 UNLEADED 3/31/2017 1004
		4852	VYGR	Sheetz	ROANOKE	83.007	22.60	01 UNLEADED 4/12/2017 1031
006069	06 FORD TAURUS	4864	VYGR	7 Eleven		106.088	17.70	01 UNLEADED 4/7/2017 1519

A box will appear on your screen, normally on the bottom, asking if you want to open or save the report. Click OPEN.

**Mansfield Fuels Simplified Fuel Report - Detail [by Agency]**  
By: Posted Transaction Dates 4/1/2017 to 4/15/2017

COMMONWEALTH OF VA  
Report is restricted to DGS OFFICE OF FLEET MGMT

Driver	Source	Location	Odom	MPG	Product	Date	Time	Quan	Orig Cost	Cost	Exp Code
000010	00 GMC SAFARI										
1272	VYGR	7 Eleven NEWPORT	88,089	13.30	01 UNLEADED	4/3/2017	0833	20.20	\$43.20	\$36.90	
006057	06 FORD TAURUS										
4852	VYGR	Fifth Third Ban	82,850	21.80	01 UNLEADED	3/31/2017	1004	9.26	\$20.00	\$16.65	
4852	VYGR	Sheetz ROANOKE	83,007	22.60	01 UNLEADED	4/12/2017	1031	6.95	\$15.01	\$12.96	
								16.21	\$35.01	\$29.61	
006069	06 FORD TAURUS										
										\$21.84	

Do you want to open or save SSRS\_CardDataDGS\_D1.pdf from entiniumreports.mansfieldfuels.com?

Open Save Cancel

The report will open up in the format you specified. You can now choose to save this report to your computer or print it by going to the file menu at the top left side of the screen.

**SSRS\_CardDataDGS\_D1.pdf - Adobe Acrobat Pro**

File Edit View Document Comments Forms Tools Advanced Window Help

Open... Ctrl+O

Organizer

Create PDF Portfolio

Modify PDF Portfolio

Create PDF

Combine

Collaborate

Save Ctrl+S

Save As... Shift+Ctrl+S

Save as Certified Document...

Export

Attach to Email...

Revert

Close Ctrl+W

Properties... Ctrl+D

Print Setup... Shift+Ctrl+P

Print... Ctrl+P

History

- 1 C:\Users\...\SSRS\_CardDataDGS\_D1.pdf
- 2 C:\Users\jpatrick\...\How to - Invoices.pdf
- 3 C:\Users\...\How to - Vehicle Reissue.pdf
- 4 C:\Users\...\Virginia - VEHICLE REISSUE.pdf
- 5 C:\Users\...\Virginia - Vehicle History.pdf

Exit Ctrl+Q

**Mansfield Fuels Simplified Fuel Report - Detail [by Agency]**  
By: Posted Transaction Dates 1/1/2014 to 1/13/2014

COMMONWEALTH OF VA  
Report is restricted to DGS OFFICE OF FLEET MGMT

Driver	Source	Location	Odom	MPG	Product	Date	Time	Quan	Orig Cost	Cost	Exp Code
Code 14797											
000010	00 GMC SAFARI										
1272	VYGR	TEXACO CHARLOTTESVIL	111,994	9.4001	UNLEADED	12/31/2013	0912	11.57	\$37.04	\$33.12	
	VYGR	TEXACO CHARLOTTESVIL	112,141	10.0001	UNLEADED	1/9/2014	1024	14.65	\$47.01	\$41.64	
								26.26	\$84.05	\$74.76	
000052	00 GMC SAFARI										
104,557	VDOT	CHESTER AHO CHESTER	104,557		01 Unleaded	1/6/2014	0926	22.50	\$63.23	\$54.18	
000052	00 GMC SAFARI										
105,516	VDOT	WILLIAMSBURG SHOP	105,516		01 Unleaded	1/7/2014	1457	15.90	\$44.68	\$45.35	
000052	00 GMC SAFARI										
84,606	VYGR	Shell - Equiva FAIRFAX, VA	84,606	0.0001	UNLEADED	1/2/2014	1146	17.46	\$59.18	\$51.82	
000052	00 GMC SAFARI										
781,090	VYGR	SUN NEWPORT NEWS, VA	781,090	0.0001	UNLEADED	12/30/2013	1152	20.75	\$68.60	\$61.88	
000052	00 GMC SAFARI										
107,005	VYGR	Concord EPS BASYE, VA	107,005	33.8001	UNLEADED	1/5/2014	1547	9.51	\$30.44	\$26.57	
107,156	VYGR	Concord EPS BASYE, VA	107,156	18.3001	UNLEADED	1/8/2014	1545	8.25	\$26.41	\$23.30	
								17.76	\$56.85	\$49.87	

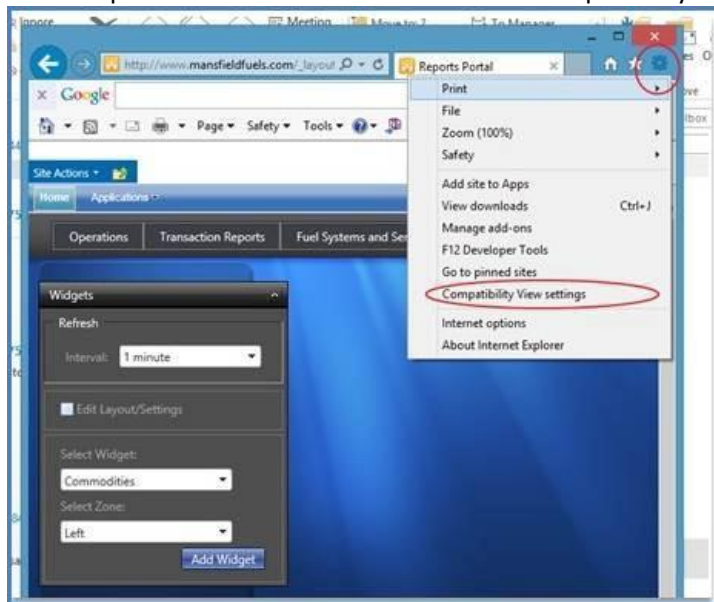
Exception Codes: 2-9 = Multiple Fuelings H = High Grade W = Weekend A = Off Hours (Not between 5am - 7pm)  
D = Duplicate V = Aviation R = Propane E = Emergency PIN used (MOC Assigned)

Tuesday, January 14, 2014 1 of 369

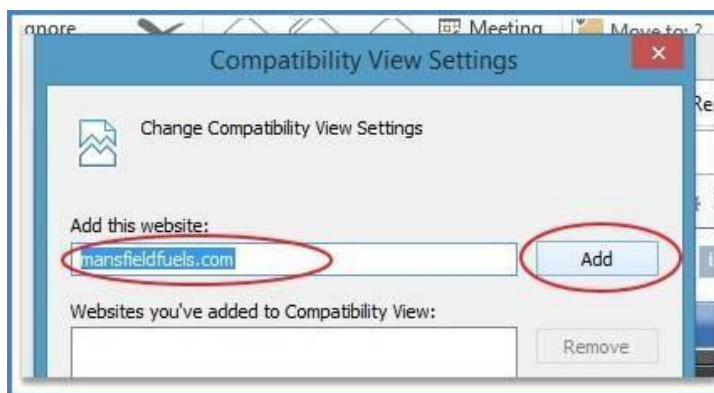
## Compatibility Issues

Sometimes users have upgraded to Internet Explorer 11. This upgrade has caused compatibility issues with running reports on Mansfield Oil Website. To ensure you are able to view and run reports you will need to put your browser in “Compatibility Mode” to run you transaction reports.

1. With Internet Explorer 11 open and the report portal page displayed, select the settings “gear” at the top of the screen and then select the Compatibility View Settings menu item.



2. After the Compatibility View Settings box opens, select the “Add” button to add Mansfieldfuels.com to the list.

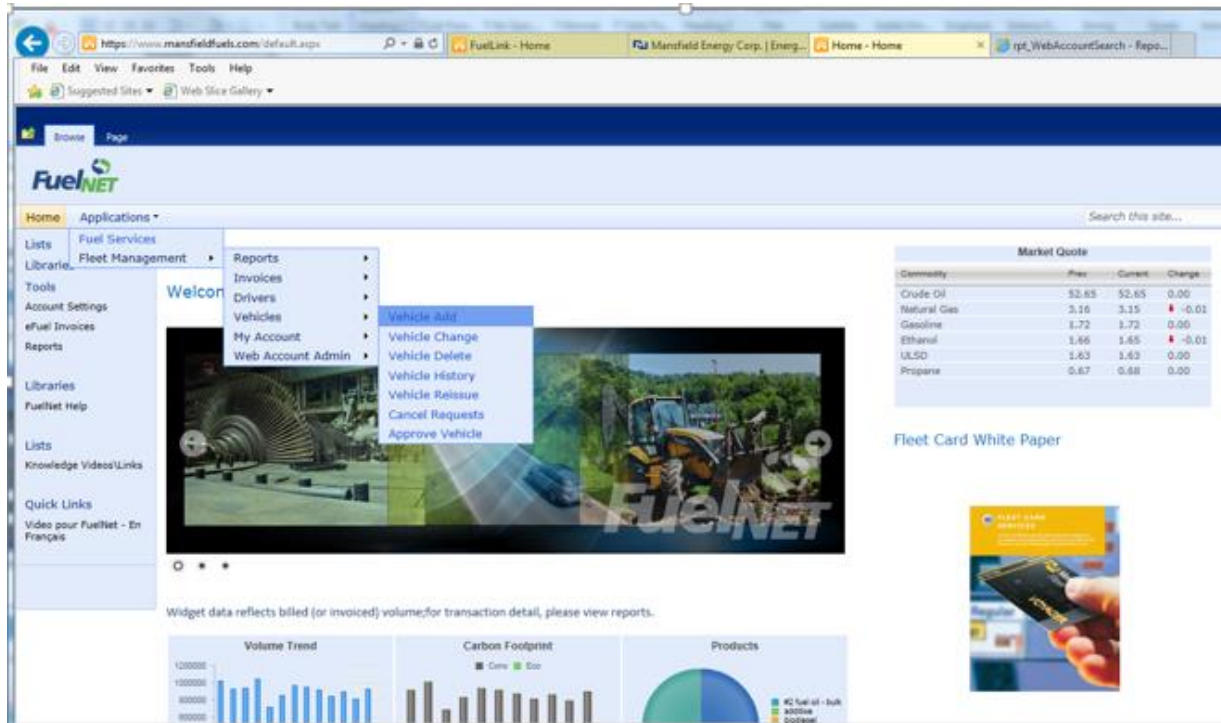


3. Click Close
4. Close and then reopen the web browser and the reports should work as you expect.
5. After the servers are upgraded, Internet Explorer will ignore this setting so no further action will be necessary.

## Adding Vehicles

Vehicles are tied to fleet fuel cards rather than drivers. When you add a vehicle to your fleet, you will need to request a new fleet fuel card for it.

From the Home Page on FuelNet, Go to Applications>Fleet Management>Vehicles>Vehicle Add



You should be at Step 1: Agency

On this screen please select your agency from the drop down box. Please enter the DEPT and Sub-Dept if applicable. Click “Next” when you have entered your information correctly.

The screenshot shows the 'Step 1: Agency' form in the FuelNet application. The form is titled 'Step 1: Agency' and includes the instruction 'Please enter the information below and press the Select button.' The form fields are: 'Select Agency:' with a dropdown menu showing '14797 DGS OFFICE OF FLEET MGMT', 'DEPT:' with a text input field, 'Sub-Dept:' with a text input field, and 'Card Type:' with a dropdown menu showing 'Voyager'. There are 'Next' and 'Reset' buttons at the bottom right. A link at the bottom states 'To submit vehicle requests in bulk, click here for instructions and samples'.

## Step 2: Enter Vehicles for Your Agency

You may enter up to 25 vehicles at a time.

For Vehicle ID it must be 6 digits only. You cannot enter letters or special characters.

For License, enter the license plate information.

For VIN, enter the 17 character VIN on the vehicle.

For Description, enter the Year, Make and Model (17 character limit including spaces)

For Tank Capacity, enter the amount of gallons the fuel tank holds.

For Product Restriction, select Unlimited or Fuel Only. Unlimited allows for the purchase of services.

Click Next at the bottom of the screen.

**FuelNET**

Home Applications

Search this site...

To submit vehicle requests in bulk, click here for instructions and samples  
Step 2: Enter Vehicles for 14797 DGS OFFICE OF FLEET MGMT

Please enter in the vehicle information here and press the Next button.  
NOTE: You do not have to use all of the rows provided, just the ones you need.

Vehicle ID	License	VIN	Description	Tank Capacity	Product Restriction
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
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					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited
					Unlimited

Next Reset

### Step 3: Completed!

The screenshot shows a web browser window with the URL [http://www.mansfieldfuels.com/\\_layouts/FuelNet.SharePoint.Components/PageViewer.aspx](http://www.mansfieldfuels.com/_layouts/FuelNet.SharePoint.Components/PageViewer.aspx). The browser's address bar and tabs are visible at the top. Below the browser window, the FuelNET application interface is displayed. The left sidebar contains navigation links: Home, Applications, Tools, Account settings, Reports, Libraries, FuelNet Help, Lists, FuelNet Announcements, Report Issues, Quick Links, and All Site Content. The main content area features the FuelNET logo and a search bar. A green message box states: "To submit vehicle requests in bulk, click here for instructions and samples. Step 3: Completed! Your entries have been submitted for approval. You should receive an email message when your request has been approved and processed." Below this message is a table with the following data:

Vehicle ID	License	VIN	Description	Tank Capacity	Product Restriction	Confirmation
987854	XYZ123	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	Unlimited	434467

Below the table, a link is provided: "To create more vehicle cards, [Click Here](#)."



## Modifying Vehicle Information

Occasionally vehicle information and license information will change (i.e. transferring of a license plate to another vehicle). To modify vehicle information go to Applications > Fleet Management > Vehicles > Vehicle History

The screenshot shows the FuelNet web application interface. The top navigation bar includes 'Home', 'Applications', and a search bar. The 'Applications' menu is expanded, showing 'Fleet Management' with a sub-menu containing 'Reports', 'Invoices', 'Drivers', 'Vehicles', 'My Account', and 'Web Account Admin'. The 'Vehicles' sub-menu is further expanded, showing options like 'Vehicle Add', 'Vehicle Change', 'Vehicle Delete', 'Vehicle History', 'Vehicle Release', 'Cancel Requests', and 'Approve Vehicle'. The main content area displays a 'Market Quote' table, a 'Fleet Card White Paper' link, and several data visualizations including 'Volume Trend', 'Carbon Footprint', and 'Products'. A 'FUELNET' logo is prominently displayed in the center.

Commodity	Prev	Current	Change
Crude Oil	50.27	50.26	-0.01
Natural Gas	3.16	3.17	+0.01
Gasoline	1.67	1.67	0.00
Ethanol	1.62	1.61	-0.01
USD	1.58	1.58	0.00
Propane	0.94	0.97	+0.02

### Step 1: Search for Vehicle

The screenshot shows the 'Step 1: Search for Vehicle' form. It includes an 'Optional Filter' dropdown set to 'None', an 'EQUAL TO' dropdown, and a text input field. Below these are fields for 'Agency', 'Account Number', and 'Card Number'. A 'Next' button is visible. A note states: 'Please note the following: All items are optional, but you will need to enter in at least one item to get results. For the License and PIN fields, all results beginning with what is entered will be returned.'

Optional Filter: Choose between None, Vehicle ID, License, VIN, Description or Tank Capacity.

When you choose any of the choices other than “None” you will need to select from the adjacent drop down box “Equal To”, “Begins” or “Contains”. In the third box you will need to enter your criteria. For example if you want to search for a vehicle and you know the VIN ends with 12345, then Select VIN and “Contains” and then enter 12345 in the third box. It is not necessary to select your agency from the drop down box nor do you have to select your Account Number.

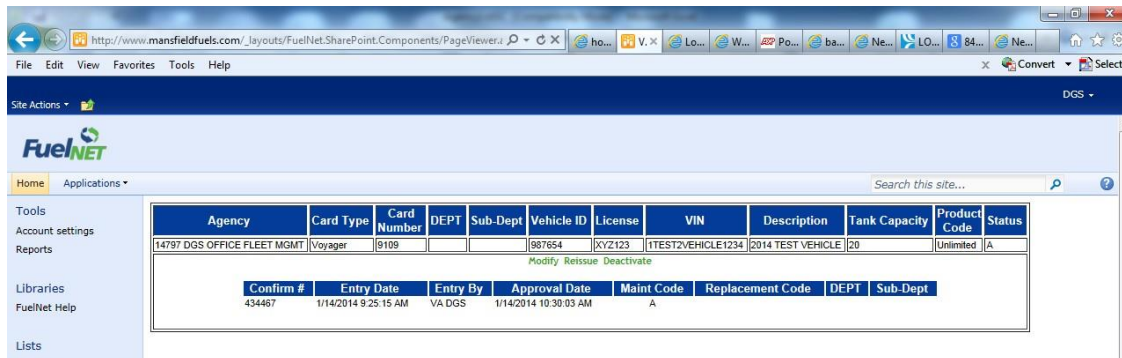
If you want to search for a vehicle by its card number you can enter the card number in the Card Number field and click Next.



Step 2: After you click Next a screen will appear with your vehicle information. The top line will have information pertinent to the vehicle. The bottom section will show the history of changes to the vehicle.

In the middle of the information you will see “Modify”, “Reissue” and “Deactivate” in green. It is always advisable to make your changes through Vehicle History simply because you have the opportunity to search and see your information before modifying it.

To Modify the information click on “Modify”.



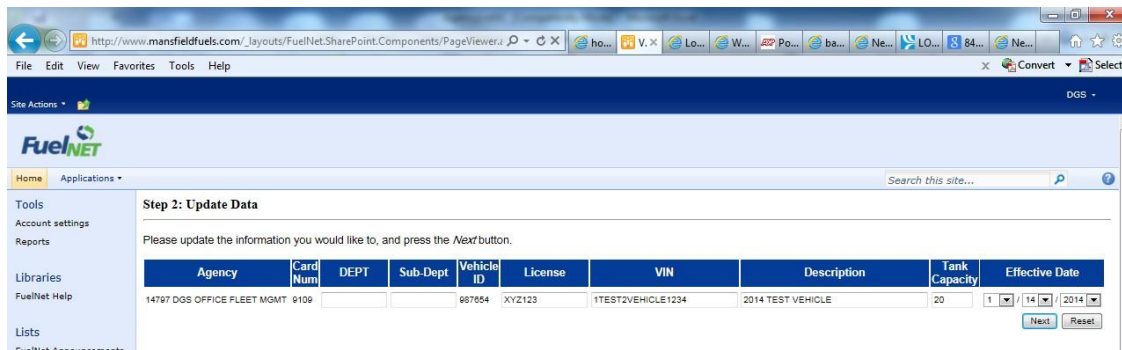
The screenshot shows a web browser window with the URL [http://www.mansfieldfuels.com/\\_layouts/FuelNet.SharePoint.Components/PageViewer.js](http://www.mansfieldfuels.com/_layouts/FuelNet.SharePoint.Components/PageViewer.js). The page displays a table with vehicle information. The table has columns: Agency, Card Type, Card Number, DEPT, Sub-Dept, Vehicle ID, License, VIN, Description, Tank Capacity, Product Code, and Status. Below this table is a section with links: Confirm #, Entry Date, Entry By, Approval Date, Maint Code, Replacement Code, DEPT, and Sub-Dept. The table contains one row of data for a 2014 TEST VEHICLE.

Agency	Card Type	Card Number	DEPT	Sub-Dept	Vehicle ID	License	VIN	Description	Tank Capacity	Product Code	Status
14797 DGS OFFICE FLEET MGMT	Voyager	9109			987654	XYZ123	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	Unlimited	A

Below the table, there are links: [Modify](#) [Reissue](#) [Deactivate](#)

Confirm #	Entry Date	Entry By	Approval Date	Maint Code	Replacement Code	DEPT	Sub-Dept
434467	1/14/2014 9:25:15 AM	VA DGS	1/14/2014 10:30:03 AM	A			

You can modify the Department, Sub-Dept, License, VIN and Description. Simply make your changes and if you want you can change the Effective Date to coincide with your reporting. Click next.

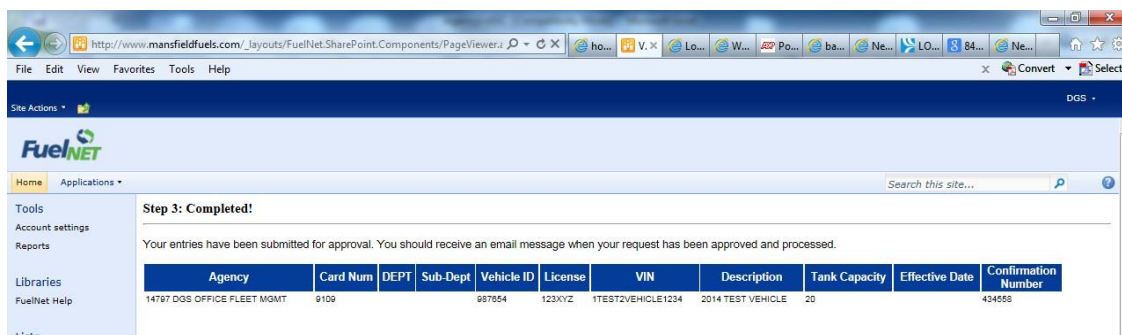


The screenshot shows the 'Step 2: Update Data' form. It contains a table with columns: Agency, Card Num, DEPT, Sub-Dept, Vehicle ID, License, VIN, Description, Tank Capacity, and Effective Date. Below the table are 'Next' and 'Reset' buttons.

Agency	Card Num	DEPT	Sub-Dept	Vehicle ID	License	VIN	Description	Tank Capacity	Effective Date
14797 DGS OFFICE FLEET MGMT	9109			987654	XYZ123	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	1/14/2014

Next Reset

After you click Next you will receive confirmation of your changes. It will take approximately an hour for the changes to take effect.



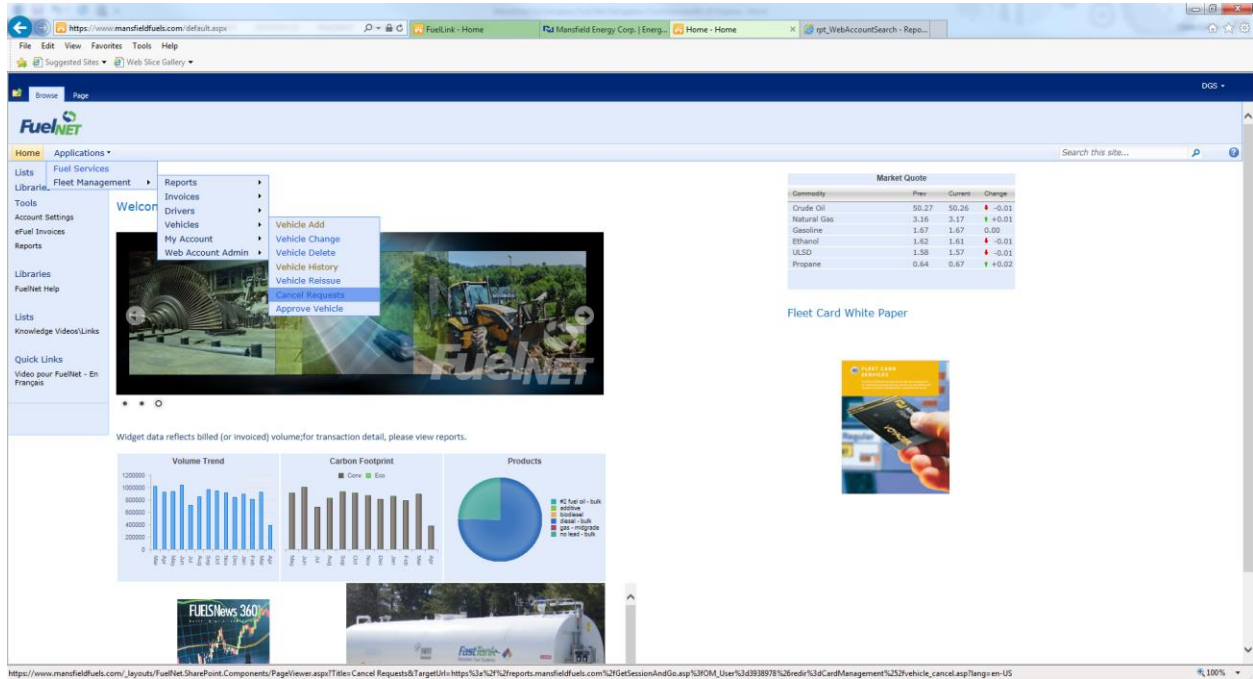
The screenshot shows the 'Step 3: Completed!' confirmation screen. It contains a table with columns: Agency, Card Num, DEPT, Sub-Dept, Vehicle ID, License, VIN, Description, Tank Capacity, Effective Date, and Confirmation Number. Below the table is a message: 'Your entries have been submitted for approval. You should receive an email message when your request has been approved and processed.'

Agency	Card Num	DEPT	Sub-Dept	Vehicle ID	License	VIN	Description	Tank Capacity	Effective Date	Confirmation Number
14797 DGS OFFICE FLEET MGMT	9109			987654	123XYZ	1TEST2VEHICLE1234	2014 TEST VEHICLE	20		434555

## Cancel Requests

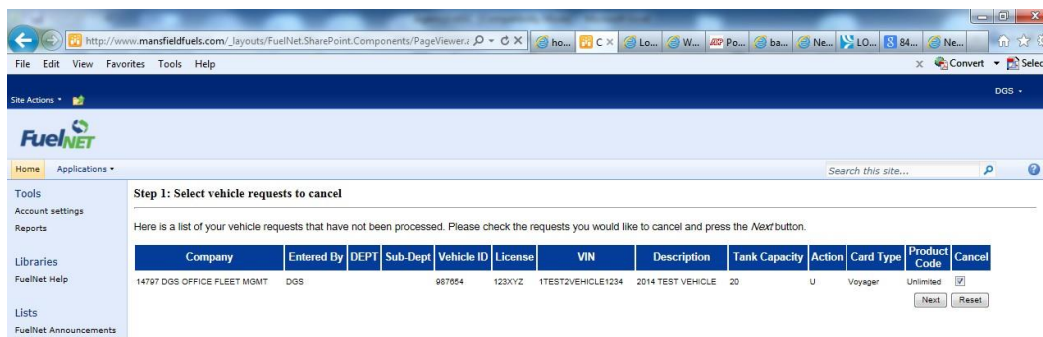
Sometimes there will be an instance when you enter a vehicle in error and need to cancel the request. If you act on this quickly enough, you can cancel it on FuelNet without having to terminate the card.

To cancel requests go to Application > Fleet Management > Vehicles > Cancel Requests



Step 1: Select vehicle requests to cancel

Verify the vehicle you want to cancel appears on the screen. Place a check in the box under “Cancel” and click Next.



## Step 2: Complete!

Step 2: Completed!

The following requests have been cancelled.

Company	Entered By	DEPT	Sub-Dept	Vehicle ID	License	VIN	Description	Tank Capacity	Action	Card Type	Product Code
14707 DGS OFFICE FLEET MGMT	DGS			087854	123XYZ	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	U	Voyager	Unlimited

## Reissue Card

When a card is damaged, lost or stolen, the card will need to be reissued.

Go to Applications > Fleet Management > Vehicles > Vehicle History

The screenshot shows the FuelNet web application interface. The left sidebar contains a navigation menu with options like Home, Applications, Lists, Libraries, Tools, Account Settings, eFuel Invoices, Reports, Libraries, FuelNet Help, and Quick Links. The 'Applications' menu is expanded, showing 'Fleet Management' with a sub-menu 'Vehicles' which includes 'Vehicle History'. The main content area displays a 'Market Quote' table, a 'Fleet Card White Paper' link, and several charts: 'Volume Trend', 'Carbon Footprint', and 'Products'. A 'FuelNet News 360' section is also visible at the bottom.

Commodity	Prev	Current	Change
Crude Oil	\$0.27	\$0.26	▼ -0.01
Natural Gas	3.36	3.17	▼ -0.01
Gasoline	1.67	1.67	0.00
Ethanol	1.62	1.61	▼ -0.01
USLD	1.58	1.57	▼ -0.01
Propane	0.64	0.67	▲ +0.02

### Step 1: search for Vehicle

The screenshot shows the 'Step 1: Search for vehicle' form. It includes an 'Optional Filter' dropdown set to 'None', an 'Agency' dropdown, an 'Account Number' field, a 'Card Number' field, and a 'Max Returned' dropdown set to '25'. There are 'Next' and 'Reset' buttons. Below the form, a note states: 'Please note the following: All items are optional, but you will need to enter in at least one item to get results. For the License and PIN fields, all results beginning with what is entered will be returned. If too many items are returned, simply add in more restrictions here.'

Optional Filter: Choose between None, Vehicle ID, License, VIN, Description, or Tank Capacity.

When you choose any of the choices other than “None” you will need to select from the adjacent drop down box “Equal To”, “Begins” or “Contains”. In the third box you will need to enter your criteria. For example if you want to search for a vehicle and you know the VIN ends with 12345, then Select VIN and “Contains” and then enter 12345 in the third box. It is not necessary to select your agency from the drop down box nor do you have to select your Account Number.

If you want to search for a vehicle by its card number you can enter the card number in the Card Number field and click Next.

Step 2: After you click Next a screen will appear with your vehicle information. The top line will have information pertinent to the vehicle. The bottom section will show the history of changes to the vehicle.

In the middle of the information you will see “Modify”, “Reissue” and “Deactivate” in green. It is always advisable to make your changes through Vehicle History simply because you have the opportunity to search and see your information before modifying it.

To Reissue the information click on “Reissue”.

The screenshot shows the FuelNET application interface. The top navigation bar includes 'Home' and 'Applications'. The left sidebar lists 'Tools', 'Account settings', 'Reports', 'Libraries', 'FuelNet Help', and 'Lists'. The main content area displays a table with vehicle information:

Agency	Card Type	Card Number	DEPT	Sub-Dept	Vehicle ID	License	VIN	Description	Tank Capacity	Product Code	Status
14797 DGS OFFICE FLEET MGMT	Voyager	9109			987654	KY2123	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	Unlimited	A

Below the table, there are links for 'Modify', 'Reissue', and 'Deactivate'. A second table shows the history of changes:

Confirm #	Entry Date	Entry By	Approval Date	Maint Code	Replacement Code	DEPT	Sub-Dept
434467	1/14/2014 9:25:15 AM	VA DGS	1/14/2014 10:30:03 AM	A			

Step 2: Update Data. To the far right under the “Reason” drop down box, select Lost, Stolen or Damaged. Be sure to click “Reissue” check box. If you don’t click the check box a card will not be issued. Click Next.

The screenshot shows the 'Step 2: Update Data' screen in the FuelNET application. It prompts the user to select a reason code for each vehicle to reissue, select the checkbox for it, and press the Next button. The table below shows the vehicle information and the reason code selection:

Agency	Card Type	Vehicle ID	License	VIN	Description	Tank Capacity	Reason	Reissue
14797 DGS OFFICE FLEET MGMT	Voyager	123456			LAWN EQUIPMENT		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged	<input type="checkbox"/>

Buttons for 'Next' and 'Reset' are visible at the bottom right of the table.

Step 3: Completed!

The screenshot shows the 'Step 3: Completed!' screen in the FuelNET application. It displays a message: 'Your entries have been submitted for approval. You should receive an email message when your request has been approved and processed.' Below the message is a table showing the vehicle information and the confirmation number:

Agency	Card Type	Vehicle ID	License	VIN	Description	Tank Capacity	Confirmation Number
14797 DGS OFFICE FLEET MGMT	Voyager	123456			LAWN EQUIPMENT		434551

A message at the bottom states: 'A new card will be sent. To reissue more vehicle cards, [Click Here](#).'



## Terminate Card

When a card is no longer needed it will need to be terminated.

Go to Applications > Fleet Management > Vehicles > Vehicle History

The screenshot shows the FuelNet web application interface. The left sidebar contains a navigation menu with options like Home, Applications, Lists, Libraries, Tools, Account Settings, eFuel Invoices, Reports, Libraries, FuelNet Help, Quick Links, and Knowledge Videos/Links. The main content area displays a 'Market Quote' table with columns for Commodity, Prev, Current, and Change. Below the table is a 'Fleet Card White Paper' link and a small image of a fleet card. A 'Welcome' banner is also visible.

Commodity	Prev	Current	Change
Crude Oil	50.27	50.26	-0.01
Natural Gas	3.16	3.10	-0.06
Gasoline	1.67	1.64	-0.03
Ethanol	1.62	1.62	0.00
ULSD	1.58	1.55	-0.03
Propane	0.64	0.67	+0.03

### Step 1: Search for Vehicle

The screenshot shows the 'Step 1: Search for vehicle' form in the FuelNet web application. The form includes fields for 'Optional Filter' (set to None), 'Agency' (set to EQUAL TO), 'Account Number', 'Card Number', and 'Max Returned' (set to 25). There are 'Next' and 'Reset' buttons. A note below the form states: 'Please note the following: All items are optional, but you will need to enter in at least one item to get results. For the License and PIN fields, all results beginning with what is entered will be returned. If too many items are returned, simply add in more restrictions here.'

Optional Filter: Choose between None, Vehicle ID, License, VIN, Description or Tank Capacity

When you choose any of the choices other than "None" you will need to select from the adjacent drop down box "Equal To", "Begins" or "Contains". In the third box you will need to enter your criteria. For example, if you want to search for a vehicle and you know the VIN ends with 12345, then Select VIN and "Contains" and then enter 12345 in the third box. It is not necessary to select your agency from the drop down box nor do you have to select your Account Number.

If you want to search for a vehicle by its card number you can enter the card number in the Card Number field and click Next.

Step 2: After you click Next a screen will appear with your vehicle information. The top line will have information pertinent to the vehicle. The bottom section will show the history of changes to the vehicle.

In the middle of the information you will see “Modify”, “Reissue” and “Deactivate” in green. It is always advisable to make your changes through Vehicle History simply because you have the opportunity to search and see you information before modifying it.

To terminate the information click on “Deactivate”.

The screenshot shows the FuelNET web application interface. The top navigation bar includes 'Home', 'Applications', and a search bar. The left sidebar contains 'Tools', 'Account settings', 'Reports', 'Libraries', 'FuelNet Help', and 'Lists'. The main content area displays a table with vehicle information:

Agency	Card Type	Card Number	DEPT	Sub-Dept	Vehicle ID	License	VIN	Description	Tank Capacity	Product Code	Status
14797 DGS OFFICE FLEET MGMT	Voyager	9109			987654	XYZ123	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	Unlimited	A

Below the table, there are links for 'Modify', 'Reissue', and 'Deactivate'. A second table shows the history of changes:

Confirm #	Entry Date	Entry By	Approval Date	Maint Code	Replacement Code	DEPT	Sub-Dept
434467	1/14/2014 9:25:15 AM	VA DGS	1/14/2014 10:30:03 AM	A			

Step 2: Vehicles to Deactivate. To the far right under the “Deactivate” column, click the check box. If you don’t click the check box the card will not be terminated. Click Next.

The screenshot shows the 'Step 2: Select vehicles to deactivate' screen. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area displays a table with vehicle information and a 'Deactivate' column with a checkbox:

Agency	Card Type	Card Num	Vehicle ID	License	VIN	Description	Tank Capacity	Deactivate
14797 DGS OFFICE FLEET MGMT	Voyager	9109	987654	XYZ123	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	<input checked="" type="checkbox"/>

Below the table, there are 'Next' and 'Reset' buttons.

Step 3: Completed!

The screenshot shows the 'Step 3: Completed!' screen. The top navigation bar and left sidebar are the same as in the previous screenshots. The main content area displays a message: 'Your entries have been submitted for approval. You should receive an email message when your request has been approved and processed.' Below the message is a table with vehicle information and a 'Confirmation Number' column:

Agency	Card Type	Card Num	Vehicle ID	License	VIN	Description	Tank Capacity	Confirmation Number
14797 DGS OFFICE FLEET MGMT	Voyager	9109	987654	XYZ123	1TEST2VEHICLE1234	2014 TEST VEHICLE	20	434472

